

## LEADERS' MEETING

### MINUTES

DATE: May 21, 2008 TIME: 11:00 a.m.

LOCATION: Conference Room 102 – Student Services Building

PRESENT: Ron Jackson, Celia Bauss, Nancy Garmroth, Kathy McKinzie, Erin Watkins, Bob Day, Gerry Brantley

ABSENT: Leila McKinney

RECORDER: Debbie Henderson

The Leaders' meeting started promptly at 11:00 a.m. with the following items presented:

#### ***Celia Bauss***

- Ms. Bauss reported that enrollment for summer looks good. It is the highest enrollment that we have ever had for a summer semester. Fall enrollment figures are also looking good. As of today, 1,609 have registered for Fall Semester; 1,126 FTE.
- Graduation went well. 375 students participated in the ceremony. Registrar's Office is working on the processing of graduation.
- Summer Registration went very well. Ms. Bauss expressed her appreciation for all the assistance that was provided.
- Ms. Bauss made reference to a document that she had previously distributed to members of the Leaders' group regarding the change in degree structure. Send any questions you may have concerning this document to Ms. Bauss.
- Degrees/diplomas/certificates will be distributed next week.

**Note:** Mr. Jackson commended Ms. Bauss and her staff for the truly good graduation ceremony and also for the hard work during arena registration. He asked Ms. Bauss to communicate this to her staff.

#### ***Nancy Garmroth***

- SAP – 3,485 students were evaluated at the end of Spring Semester. 834 letters were mailed out.
- Janie Salley has been hired as a temporary employee in the Financial Aid Office.
- Program Participation Agreement has major changes for Financial Aid. The agreement was sent last week electronically. Supported documentation was mailed today.

- Program Changes – students who have completed program change forms are not being accepted into the new program. Ms. Lancaster has proposed a solution to this problem by leaving open the current program when a student completes a program change until they are actually accepted into the new program.

**Note:** Mr. Jackson commended Ms. Garmroth and her staff on a job well done. He expressed his appreciation for all the hard work.

### ***Erin Watkins***

- Success Network is working to switch over from Spring Semester to Summer Semester and is looking at retention rates.
- Blackboard for Success Network students will be up and running by the end of the week.
- Tutor training will be available on the Blackboard. On-line tutoring will also be available for students at the branch campuses.
- Upcoming Workshops
  - Using Blackboard – May 21st
  - Using Campus Systems – May 21<sup>st</sup>
  - Reading Strategies – May 28<sup>th</sup>
- Success Network Club meeting will be held on May 21<sup>st</sup>. The Club is also volunteering at the Soup Kitchen the last Friday of every month.
- College Fair – Anyone wanting to take the lead on this activity, Success Network will be glad to assist.
- Ms. Watkins will e-mail the current Success Network newsletter to the group.

### ***Kathy McKinzie***

- Recruiting
  - High school visits are coming to a close for this year
  - Numerous career fairs are scheduled
  - Recruiting Services and Ms. McKinzie attended a workshop on Mechatronics. Mechatronics is a new, interdisciplinary field involving control systems, electronic systems, computers and mechanical systems that integrates product design and automated manufacturing processes. Mechatronics courses combine various skills to teach students a comprehensive approach to developing solutions for work-specific applications. Mechatronics was formerly called TechReadySC, which is a unique collaboration of five South Carolina technical and community colleges in Upstate South Carolina – Greenville Technical College, Piedmont Technical College, Spartanburg Community College, Tri-County Technical College and York Technical College – and the SC Technical College System Office that is funded by AdvanceSC (Duke Energy).
  - Heather Wyss has accepted the Recruiting position. She will begin her position on June 2<sup>nd</sup>.

- Admissions Center
  - Admissions will be doing an auto call on May 27<sup>th</sup> to accepted, not registered students to remind them about Flex Start.
- Career Planning and Placement
  - Overwhelming response from Engineering employers for Co-Ops.
  - Workshops and class visits have started.
  - College 100 was held May 20<sup>th</sup> & 21<sup>st</sup> – attendance: 25
- Student Activities
  - Ice Cream Sundae Day activity for students will be held June 18<sup>th</sup>.

### ***Gerry Brantley***

- Ms. Brantley distributed Disability Services Providers for colleges in the Upstate.
- Ms. Brantley is currently working on a retention report.
- Faculty Notification Form is being updated for summer and fall.

### ***Bob Day***

- Good enrollment for summer semester with 14 students, 4 interpreters, 11 note takers
- Mr. Day conducted a tour of the campus for a group from SCSDB and USC Upstate.

### ***Debbie Henderson***

- Ms. Henderson reminded the group to send any scheduled activities or events happening in their area to the Information Center (Tara Bradley and Clarice Starks). The Information Center needs to be aware of any activities/events, times, locations, etc.

### ***Ron Jackson***

- Mr. Jackson welcomed Ms. Brantley back to the Leaders' Group. Ms. Brantley is now the Coordinator of Disability Services and will be implementing an Early Alert Program at SCC.
- Mr. Jackson expressed his thanks to Bob Day and Celia Bauss for their tremendous effort in presenting a certificate of attendance to a student's family members. The student passed away earlier in the semester.
- SACS visiting team will be on campus May 20 – 22.
- Red, White and Boom will be held on June 27<sup>th</sup> at Barnet Park.
- Wall of Fame Ceremony will be held on Thursday, May 22<sup>nd</sup> at 6:30 p.m. in the Commissioners' Dining Room.
- Ms. Cherie Pressley has been hired as the EEDA individual for the county. She will be housed on SCC Campus in the AIM Center. Ms. Pressley will assume her position on July 1<sup>st</sup>.

- House Bill 4680 has been signed into law by Governor Sanford. This Bill concerns the membership of the Spartanburg Community College Area Commission. The Commission is authorized to replace two of the four at-large members with a member from the Cherokee County School District and the Union County School District.
- A standard mileage chart for SCC travel was distributed. This chart should be used for reimbursements.
- At the Commission meeting held on Monday, May 19<sup>th</sup>, Dr. Terhune was presented with the "Order of the Palmetto" Award. This is the highest civilian honor for extraordinary lifetime achievement and service to the state and nation.
- The following dates have been established as cut-off dates for purchasing:
  - Purchases of \$10,000 or more                      May 16, 2008
  - Other purchases order purchases                      May 30, 2008
  - Procurement card purchases                      June 27, 2008
- Mr. Jackson requested the group to be aware of the e-mail Pete Gallen sent regarding the Domain Change and the dates in which the servers will be moved.
- Approval has been given to move forward with a universal review date for EPMS' and FPMS'. This means that all EPMS' and FPMS' will be reviewed annually at one time. October is being looked at as the possible universal review date.
- Additional information was presented at the PC meeting on May 19, 2008 regarding the budgetary requirements for the small business incubator and an example of a standard rental agreement. The President's Council discussed the information and agreed to review the materials further and cover the subject in more detail at a future meeting.
- Spartanburg Community College has been invited to write a letter of interest for grant money to replicate the Gateway to College program in Spartanburg. Lynn Dale provided an overview of how the program would work and stated that much of the ground work that has already been completed for the LINK program would apply to this program as well. The Council discussed details of the program and asked Ms. Dale to collect statistics on the Gateway Program's success. The Council approved the submission of a letter of interest and will revisit this discussion at a future meeting.
- The Crisis Management Team is meeting to develop and implement a comprehensive response plan.
- Mr. Jackson expressed his thanks for all the hard work and he asked the Leaders' to relay this to their staff.

The meeting was adjourned at 11:50 a.m.

Submitted by:

Debbie Henderson  
Recording Secretary

